

Receptionist

Task:

- Ensure reception always has someone to greet people and answer phones.
- Cover reception for breaks and lunch.
- Close switchboard and lock up reception at 5PM (end of day).
- Picking up, opening, distributing, stamping & delivering mail.
- Printing & checking the money market trades.
- Responsible for cleanliness/tidiness of reception, boardrooms, mailing room & kitchen.
- File closed accounts.
- CRM inbox (data entry).

Weekly/Monthly:

- Check monthly unit holder statements
- Printing and binding books/reports for client meetings or other staff.
- Standardize filing.
- Maintain office supplies.
- Maintain kitchen supplies.

Quarterly:

- Print quarterly reports (JIEF and JSEF, investment outlook and recent developments).
- Print pooled fund reports - when other receptionist is away.
- Help collate and package reports for clients.

Occasionally:

- Cover reception #1 duties when needed.
- Deliver envelopes/packages to clients within the downtown core on special request.
- Other tasks as required by employees and management.

Skills:

- Accuracy and attention to details
- Organized and knows how to prioritize
- Excellent communication skills both verbal and written
- Strong interpersonal skills
- Ability to work well within a team

Requirements:

- Related academic degree, minimum completed high school.
- 1-3 years related experience.
- Good knowledge of Microsoft suite.
- Knowledge of Power Point (Asset).

Skills:

- Accuracy and attention to details.
- Organized, capacity to prioritize.
- Excellent communication skills both verbal and written.
- Strong interpersonal skills.
- Ability to work well within a small team.
- Punctual.